

- IV. **Poster Boards** – The Prime Contractor shall place a federal-aid poster board on the project site, accessible to all workers, from the first day of work until the project is 100% complete. Posters can be obtained by calling (651) 296-0854.
- V. **Submission of Certified Payroll Reports** – Payroll reports (e.g. WH-347) must be submitted weekly to the Project Engineer, along with the signed *Statement of Compliance Form* (e.g. Mn/DOT 21658).
- VI. **Overtime Requirements** – In accordance with federal and state law, an employee must be paid a rate of at least 1½ times the hourly basic rate of pay plus applicable fringe benefits for all hours worked in excess of 8 hours per day or 40 hours per week.
- VII. **Submission of Month-End Trucking Reports** – Trucking reports (e.g. TP-90550) are to be submitted monthly to the Project Engineer, along with the signed *Statement of Compliance Form* (e.g. TP-90551).
- VIII. **Employee Interviews** – In order to ensure compliance, personnel from the contracting agency and/or other federal/state agencies will be conducting random monthly interviews. Interviews will be conducted during employee work hours.
- IX. **Forms** – To access forms, visit the Mn/DOT Labor Compliance Unit website at <http://www.dot.state.mn.us/const/labor/> or call (651) 366-4204.
- X. **Questions** – Please contact Charles Groshens at (651)366-4209

The Project Engineer shall document the completion of the Prevailing Wage Pre-Construction Meeting Agenda in the meeting minutes.



Prevailing Wage – Federal Funded Contracts Pre-Construction Meeting Agenda

PREFACE

This contract is funded in whole or in part with federal and state funds and is subject to both the federal and state prevailing wage laws. Therefore, all contractors performing work under this contract shall demonstrate compliance with the contract labor provisions.

- I. **Play Prevailing Wage Guidelines – Federal Funded Projects DVD**
- II. **Request To Sublet** – The Prime Contractor shall complete a *Request To Sublet Form* (e.g. TP-21834) when subcontracting any portion of the contract. Please refer to Section 1801, Mn/DOT's *Standard Specifications for Construction; 2005 Edition* for subletting provisions.
- III. **Wage Decisions & Labor Provisions** – The Prime Contractor shall review the contract federal general decision and complete a *Request For Authorization of Additional Classification and Rate Form* (e.g. SF-1444) regarding any labor classification that is missing from the decision. Additionally, the Prime Contractor shall provide copies of all applicable contract labor provisions, including the federal and state wage decision(s) to each subcontractor that performs work under this contract.